

SAMS DOMESTIC: GETTING STARTED

- **Launch** the Google Chrome web browser
- **Type** in the URL (<https://mygrants.service-now.com>) to access the SAMS Domestic Portal
- **Login** with your assigned username and password

SEARCH OPTIONS

There are two available methods for conducting a search in SAMS Domestic:

- Use the **Search Bar**

1. Select a field to search from the **Go to** dropdown menu.

2. Enter the search value in the **search box**.

3. Hit the **Enter** key.

- Use the **Magnifying Glass**

1. Click the **magnifying glass** icon to display field-specific search bars.

2. Enter the search value in the field-specific **search box**.

3. Hit the **Enter** key.

APPLY FILTERS TO SEARCH

- Click the **filter** icon to display additional fields to help filter search results
- Click the **Choose Field** dropdown menu to select a field to filter by

1. Click the **filter** icon.

2. Click the **choose field** and **operation** dropdowns to create the filter. Then **enter** the search **value**.

3. Click **Run**.

APPLY FILTERS TO SEARCH (cont.)

- Multiple filters can be used to narrow or expand search results
 - **AND** narrows the search (search results must match both fields)
 - **OR** expands the search (search results may match either field)
- A common technique is to combine a value filter (e.g. "**Keywords are training**") with a date filter (e.g. "**Created on Last week**")

PARTIAL SEARCHES

- Enter an asterisk (*) as a wildcard before the search value to find items that partially match the search value

Enter ***[value]** into the search box.

- SAMS Domestic returns the desired funding opportunity without the user having to search for the full funding opportunity title

GETTING HELP

- Contact the ILMS Support Desk at 1-888-313-ILMS (4567) or via **Self Service Portal** at <https://afsism.service-now.com/ilms/home>
- Access additional training resources on the **SAMS Domestic Portal Support** page at <http://mygrants.service-now.com/>